

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: 8/29/18
Program Name: Climate Change Policy Internship
Location/Address: 100 Cambridge St., Boston, MA 02108, Suite 900

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position:

The Climate Change Policy intern will work with the Assistant Secretary of Climate Change and the Climate Change Policy team on various tasks related to work on adaptation and mitigation. This includes analysis of data received through our Municipal Vulnerability Preparedness (MVP) grant program and the creation of reports and presentations.

Description of Internship Duties:

Interns will create presentations and reports based on their semester project. Interns will also perform administrative tasks, such as placing calls to municipalities involved in the MVP program. They will participate in weekly meetings, take notes at external and internal meetings, and assist the policy team in other tasks.

Knowledge and Skills required:

Strong analytical and organizational skills. Experience with PowerPoint, Excel, and Google Drive.

Hours per week:

Flexible

Submit application and resume' to: EEA.Training@mass.gov